

مِفْتَاحُ الْقِرَاءَةِ وَالْكِتَابَةِ

BOOK

1



THE KEY TO ARABIC

Fast Track to Reading and Writing Arabic

Dr. Imran Hamza Alawiye

Introduction and Notes for Teachers

'The Key to Arabic' teaches students the skills they need to read and write Arabic. The letters of the alphabet are introduced one at a time, and the student is given the opportunity to read each letter with the various possible combinations of long and short vowels, as well as the 'ay' and 'ow' diphthongs, sukoon and shadda. The use of colour coding in presenting the various vowel sounds helps the student to grasp them more quickly. Each letter is also shown in all its forms: initial, medial, final and isolate so that the student can learn to recognise the letter wherever it appears in the word, as well as how to write it. Clear arrowed diagrams show the student the correct pen direction when writing.

Arabic words are introduced from an early stage, but no word contains letters that the student has not already covered. This assimilative approach enables the student to learn the alphabet in a gradual yet thorough manner, without feeling daunted by the prospect of having to learn the entire alphabet at one go.

Each letter in the first half of the alphabet is covered on a double-page spread. As the student's confidence in reading and writing increases, this is reduced to a single page per letter, and exercises are introduced to reinforce reading and writing skills and to encourage some basic vocabulary acquisition.

For the self-taught student, a quick reference guide to reading skills is provided at the outset to enable him or her to understand the various vowel sounds and gain an overview of the method of joining Arabic letters together to form words, before putting the skill into practice. An optional CD recording of the materials in this workbook is available to help students in mastering correct Arabic pronunciation.

After completing the alphabet, students have the chance to develop their skills further through a set of carefully designed exercises. The first of these (p.55) provides an opportunity for reading and dictation practice, by presenting pairs of similar sounding words. This encourages the student to listen carefully and distinguish between letters that might easily be confused by the non-Arabic-speaker.

Pages 56–59 introduce simple non-verbal sentences using the masculine and feminine forms of "This is...", as well as a wide range of useful vocabulary. Page 60 teaches the alif al-maqsura, with plenty of reading practice. The primary use of 'al' ('the') is taught on pages 61–64, with an explanation of how the following sun and moon letters affect the pronunciation of this word.

Pages 65–68 employ passages of dialogue to teach the student simple useful expressions such as greetings, introducing oneself, asking someone their name and saying goodbye. These dialogues can form the basis for role playing within the classroom setting. The dialogues on page 67 can easily be adapted as a classroom game whereby one student imagines another student to be in one of the places shown on the page, and the rest of the class take turns to ask questions in Arabic to establish the imaginary person's identity and whereabouts.

Having completed "The Key to Arabic" successfully, students should feel comfortable in reading any passage of vocalised text presented to them, and will hopefully have gained the confidence needed to take their study of this challenging language further.

Jeem ج	Ihaa ث	Taa ت	Baa ب	Alif ا
Raa ر	Dhaal ذ	Daal د	Khaa خ	Haa ح
Daad ض	Ṣaad ص	Sheen ش	Seen س	Zaa ز
Faa ف	Ghayn غ	ʿAyn ع	Za ظ	Ṭa ط
Noon ن	Meem م	Laam ل	Kaaf ك	Qaaf ق
		Yaa ي	Waaw و	Haa هـ

Quick Reference Guide to Reading Skills

o	u	u	u	u	aa	oo	ee	=	un	un	un	in	a	u	i
sukoon	a	u	i	shadda					an	un	un	in	a	u	i
(no vowel)				(doubled letter)											

1. The Short Vowels and Tanween

There are three short vowels in Arabic. They are written above or below the Arabic letters.

a) Kasra — This is a short diagonal stroke written below an Arabic letter. It is pronounced 'i', as in the English word 'lip'.

e.g. د ر و
Di Ri Wi

If **kasra** is doubled, it changes the sound from 'i' to 'in' as in the English word 'tin'. This doubling of the vowel is known as "tanween kasra".

e.g. د ر و
Din Rin Win

b) Damma — This is shaped rather like a small version of the Arabic letter waaw, and it is written above an Arabic letter. It is pronounced 'u', as in the English word 'full'.

e.g. د ر و
Du Ru Wu

or If **damma** is doubled, it changes the sound from 'u' to 'un' as in the English word 'sun'. This doubling of the vowel is known as "tanween damma". The two dammas are usually written in a joined-up form, though they may also be written separately. e.g.

د ر و
Dun Run Wun

c) Fatha — This is a short diagonal stroke written above an Arabic letter. It is pronounced 'a', as in the English word 'dad'.
(Say 'fat-ha')

e.g. د ر و
Da Ra Wa

If **fatha** is doubled, it changes the sound from 'a' to 'an' as in the English word 'man'. It is usually – though not always – supported by an alif. This doubling of the vowel is known as "tanween fatha".

e.g. د ر و
Dan Ran Wan

2. Joining up Arabic Letters

Arabic is written from right to left across the page. Arabic words are written in a joined-up form. To achieve this, the letters within a word must be extended to join up with the following letter, unless they are one of the six 'naughty' letters (see overleaf). The letters that are being extended lose their tails in the joining process. The last letter in the word is written in its final form, which usually resembles the isolate or 'by itself' form of the letter, though it is attached to the letter just before it by a short joining line.

You will learn the correct way of joining each letter during the course of this book, but for now, study the following examples to gain an overview of how letters are joined.

a) 'Boat' shaped letters

ب ت ث ف

ب	ثَبَّتَ	to stand firm
ت	فَتَحَ	to open

ثَبَّتَ ← ثَبَّتَ ← ثَبَّتَ

فَتَحَ ← فَتَحَ ← فَتَحَ

b) Letters with U-shaped tails

س ش ص ض
ق ل ن

س	نَقَشَ	to engrave
ش	صَقَلَ	to smooth
ص	سَلَفَ	to be over
ض	لَصِقَ	to stick

نَقَشَ ← نَقَشَ ← نَقَشَ

صَقَلَ ← صَقَلَ ← صَقَلَ

سَلَفَ ← سَلَفَ ← سَلَفَ

لَصِقَ ← لَصِقَ ← لَصِقَ

c) Letters with trailing tails

ج ح خ ع غ

ج	نَجَحَ	to succeed
ح	شَغَلَ	to be busy
خ	خَجَلَ	to feel embarrassed

نَجَحَ ← نَجَحَ ← نَجَحَ

شَغَلَ ← شَغَلَ ← شَغَلَ

خَجَلَ ← خَجَلَ ← خَجَلَ

d) Other letters, excluding the 'naughty letters'

ط ظ ك م ه ي

ط	ظَلَمَ	to do wrong
ظ	كَهَنَ	to tell a fortune
ك	يَبَسَ	to be dry

ظَلَمَ ← ظَلَمَ ← ظَلَمَ

كَهَنَ ← كَهَنَ ← كَهَنَ

يَبَسَ ← يَبَسَ ← يَبَسَ

Hamza: ء and Alif: ا

Hamza, known as a glottal stop in English, is an Arabic consonant that often accompanies tanween, sukoon, or short vowels. Hamza is itself often accompanied by a supporting letter or 'chair' which may take many forms, depending on rather complex rules that we needn't explore here. The various ways in which hamza may appear are shown below. For the purpose of reading, it is best to ignore the 'chair' hamza is sitting on and to concentrate on reading the vowel sound that the hamza is supporting.

Alif, when not supporting a hamza, is a weak letter that takes the sound of any vowel accompanying or preceding it. Sometimes alif is a silent letter.

Copy each row twice onto the lines provided and practise reading the sounds.



اَ اِ اُ اِئِ اِئِ اِئِ اِئِ اِئِ اِئِ اِئِ اِئِ اِئِ اِئِ

اَ اِ اُ اِئِ اِئِ اِئِ اِئِ اِئِ اِئِ اِئِ اِئِ اِئِ

اَ اِ اُ اِئِ اِئِ اِئِ اِئِ اِئِ اِئِ اِئِ اِئِ اِئِ

o	ا	و	ي	aa	oo	ee	=	ان	ان	ان	in	ا	و	ي
sukoon	a	u	i	shadda				an	un	un	in	a	u	i
(no vowel)				(doubled letter)										

Copy each row twice onto the lines provided and practise reading the sounds.

ب

Baa

ببب

ب ب ب ب ب ب

ب ب ب با با با

ب ب بي بو با بو بي بي

Copy each row onto the lines provided and practise reading the words.

my door

a door

my father

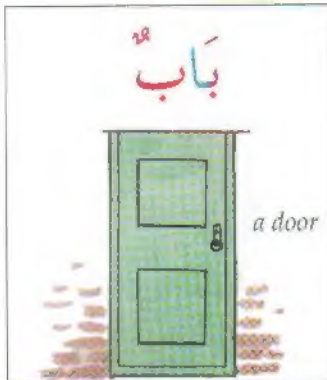
a father

بَابِي

بَاب

أَبِي

أَب



my father



source, core

he said 'daddy'

dad

August

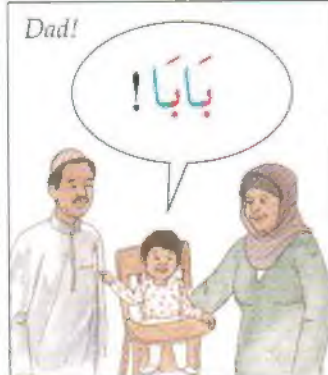
بُؤْبُؤْ

بَابَاءْ

بَابَا

أَب

Dad!



Copy each row onto the lines provided and practise reading the words

I repent

definitely

a mulberry

she perished

أَتُوبُ

بَتَاتًا

تُوت

تَبَّتْ



repentance

dislike; pride

he stayed overnight

a house

تَوْبَةٌ

إِبَاءَةٌ

بَاتَ

بَيْتٌ



Copy each row onto the lines provided and practise reading the words.

furniture

garment; dress

establishment

he withstood

أَثَاتٌ

ثَوْبٌ

إِثْبَاتٌ

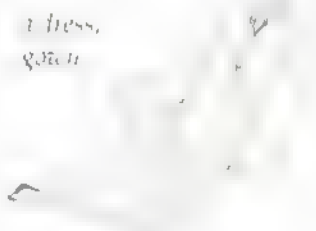
ثَبَّتَ

furniture



أَثَاتٌ

a dress,
garment



ثَوْبٌ

abundant growth

he spread, scattered

he yawned

stabilization

أَثِيثٌ

بَثَّ

تَشَاءَبَ

تَثَبَّيْتُ



أَثَاتِي

my furniture

Copy each row onto the lines provided and practise reading the words

he answered, replied

my pocket

a pocket

a coward

أَجَابَ

جَيْبِي

جَيْبٌ

جَبَأٌ

a crown



تَاجٌ

a pocket



جَيْبٌ

bragging, boasting

a crown

flowing

he came

تَبَجَّحَ

تَاجٌ

تَجَاجَا

جَاءَ

جَبَأٌ

a coward



Copy each row onto the lines provided and practise reading the words.

a watermelon

seeds

hijab, headscarf

pilgrims

حَبَاب

حَبُوب

حِجَاب

حُجَّاج

a whale



حَوَت

pilgrims



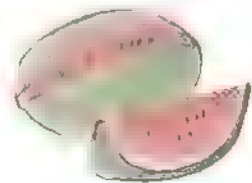
حُجَّاج

hijab, a
headscarf



حِجَاب

a watermelon



حَبَاب

calamity

under

protest

he looked for,
he researched

جَوَح

تَحْتَ

اِحْتِجَاجُ

بَحَثْ

Copy each row onto the lines provided and practise reading the words

my sister

a wicked person

a peach

he hid, concealed

أُخْتِي

خَبِيثٌ

خَوْخٌ

خَبَأَ

a peach



خَوْخٌ

my brother

my sister



Excellent 'Brave'

a brother

a nozzle

my brother

بَخٍ بَخٍ

أَخٌ

بَخَاخَةٌ

أَخِي

a nozzle

بَخَاخَةٌ

Copy each row onto the lines provided and practise reading the words

a riding animal

دَابَّة

a worm

دُودَة

a bear

دَب

a chicken

دَجَاجَة

a bear



دَب

a worm



دُودَة

my grandfather

جَدِّي

a grandfather

جَد

he began

بَدَأَ

sound of footsteps

دَبْدَبَة

a chicken, hen



دَجَاجَة

Copy each row onto the lines provided and practise reading the words

a wolf

ذئب

a fly

ذبابة

a lock of hair

ذؤابة

he slaughtered

ذبح

a shoe



حذاء

a wolf



ذئب

how lovely/excellent!

حبذا

he took

أخذ

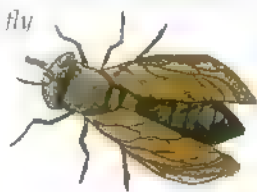
swinging
(like a pendulum)

تذبذب

a shoe

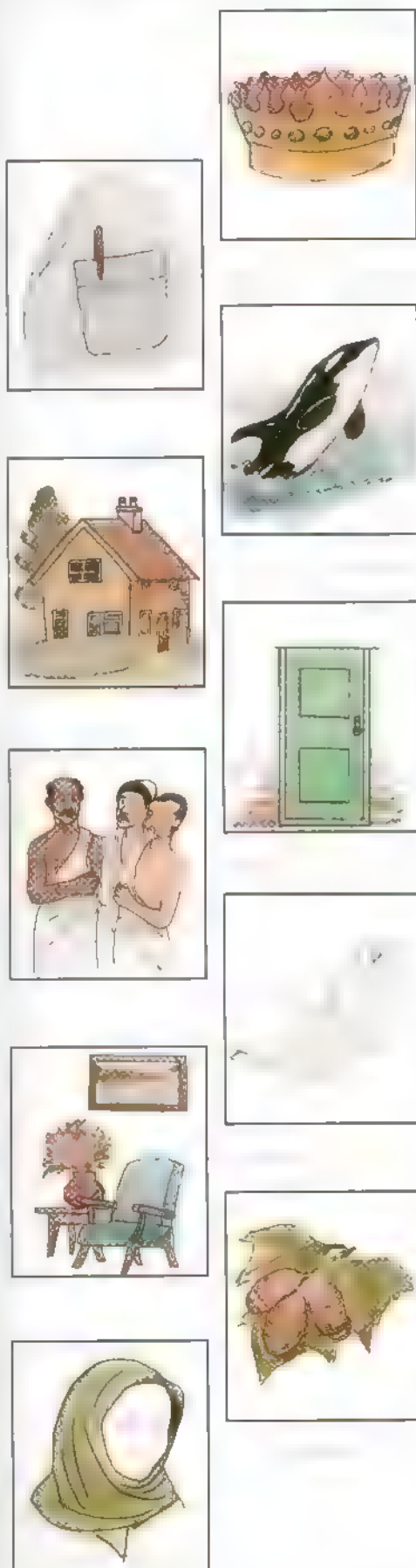
حذاء

a fly



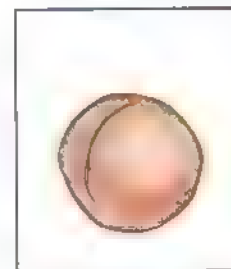
ذبابة

Find a word on the right that matches a picture on the left, then write it out in its joined-up form next to the correct picture



- 1 أَثَاثٌ
- 2 بَابٌ
- 3 بَيْتٌ
- 4 ثَوْتٌ
- 5 تَاجٌ
- 6 ثَوْبٌ
- 7 جَبٌ
- 8 حَجَابٌ
- 9 حَوْتٌ
- 10 حَجَّاجٌ

Find a word on the right that matches a picture on the left, then write it out in its joined-up form next to the correct picture



11

أَبِي

12

جَبَّأ

13

حَبَّحَب

14

حَذَاء

15

خَوْخ

16

دَبَّ

17

دَجَّاج

18

دَوْدَة

19

ذُبَّابَة

20

ذِيَّ ب

Copy each row onto the lines provided and practise reading the words

a bicycle

corn, maize

Rajab (name of month)

my Lord

دَرَّاجَةٌ

ذَرَّةٌ

رَجَبٌ

رَبِّي

a bicycle



دَرَّاجَةٌ

a bull



ثَوْرٌ

test, experiment

a bull

reward; pay, wages

post, mail

إِخْتِبَارٌ

ثَوْرٌ

أَجْرٌ

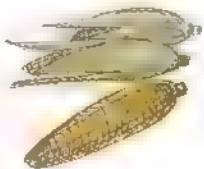
بَرِيدٌ

a chameleon



حَرْبَاءٌ

corn, maize



ذَرَّةٌ

Copy each row onto the lines provided and practise reading the words

a lie, falsehood

زور

a drinking glass, tumbler

زجاجة

oil

زيت

butter

زبدة

a butcher



جزار

carrots



جزر

bread

خبز

a place of safety

حرز

a butcher

جزار

carrots

جزر

bread



خبز

Copy each row onto the lines provided and practise reading the words.

a bridge

a computer

a bed

a prayer mat

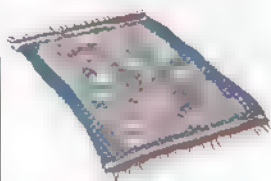
جَسْر

حَاسُوب

سَرِير

سَجَادَة

a prayer mat



سَجَادَة

a bed



سَرِير

a head

teaching

glorification of God

a sum; an account

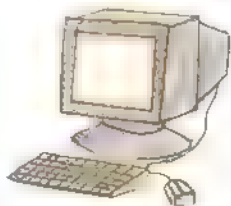
رَأْس

تَدْرِيس

تَسْبِيح

حِسَاب

a computer



حَاسُوب

a bridge



جَسْر

Copy each row onto the lines provided and practise reading the words.

insects

wood

old age; grey hair

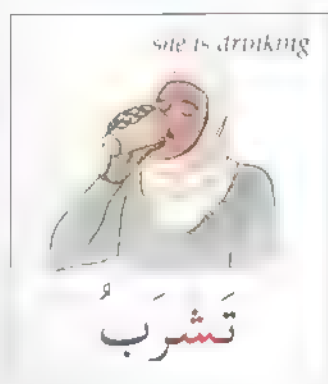
a tree

حَشْرَات

خَشَب

شَيْب

شَجَرَة



bringer of good news

she drinks

a smile

feathers

بَشِير

تَشْرَب

بَشَاشَة

رِيش

Copy each row onto the lines provided and practise reading the words.

a mat

a picture

voice

morning

صَبَاحٌ | صَوْتٌ | صُورَةٌ | حَصِيرَةٌ

a pear



إِجَاصٌ

a rocket



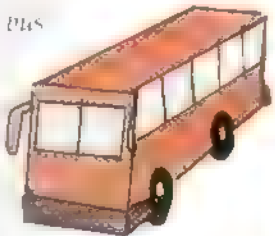
صَارُوخٌ

a picture



صُورَةٌ

a bus



بَاصٌ

particular, specific

pears

cheap

a person, indi

شَخْصٌ | رَخِيصٌ | إِجَاصٌ | خَاصٌ

Copy each row onto the lines provided and practise reading the words.

civilisation

a molar tooth

light

noise, din

حَضَارَةٌ

ضِرْسٌ

ضَوْءٌ

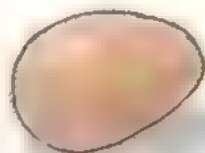
ضَجِيجٌ

a molar tooth



ضِرْسٌ

an egg



بَيْضَةٌ

earth ground

eggs

lowest point

green

أَرْضٌ

بَيْضٌ

حَضِيضٌ

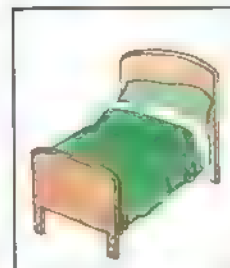
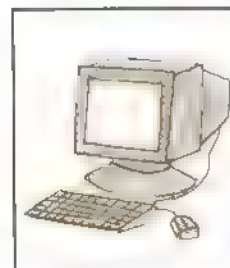
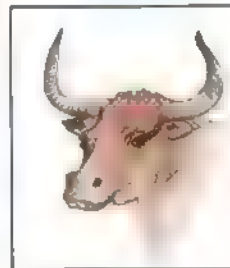
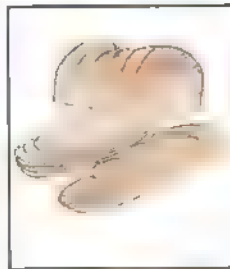
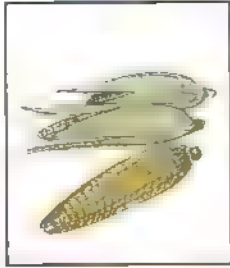
أَخْضَرٌ

green



أَخْضَرٌ

Find a word on the right that matches a picture on the left then write it out in its joined up form next to the correct picture.



1.

ثَوْرٌ

2

جَزَارٌ

3

جَزَرٌ

4

حَاسُوبٌ

5

حَرْبَاءٌ

6

خُبْزٌ

7

دَرَّاجَةٌ

8

ذُرَّةٌ

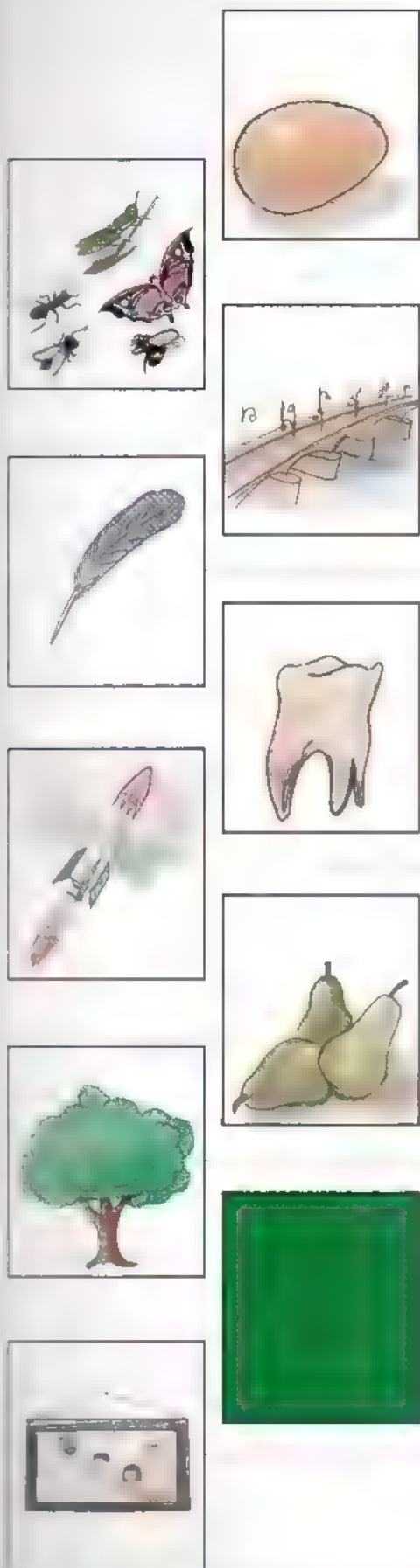
9

سَجَّادَةٌ

10.

سَرِيرٌ

Find the missing letters in the box on the right to complete each word so that it matches its picture.



بَـ 1

حَشَـ 2

جَسَـ 3

رِيشَـ 4

ضَـ سَـ 5

صَاـ خَـ 6

اَصَـ 7

شَـ 8

أَـ رَـ 9

صَـ هَـ 10.

رَـ

جَرَـ

إِجَـ

رَاتَـ

رُـ

وَرَـ

رَـ

ضَـ

هَـ

خَـ



Copy each row twice onto the lines provided and practise reading the sounds

ظ ظ ظ ظ ظ ظ ظ ظ ظ ظ

ظ

Zaa

(Like the sound of 'the', only heavier.)

ظ ظ ظ ظ ظ ظ ظ ظ ظ ظ

ظ ظ ظ ظ ظ ظ ظ ظ ظ ظ

ظ ظ ظ ظ ظ ظ ظ ظ ظ ظ

fence enclosure

Abu Dhabi

luck, fortune

gazelles

a wet nurse

حَظِيرَةٌ

أَبُو ظَبِي

حَظٌّ

ظَبَاءٌ

ظَّائِرٌ

Break up each word on the right into its separate letters, then rewrite it in its joined form. Write the meaning of the word in English in the left hand column. The first one has been done for you.

a doctor

طَبِيبٌ

ط ب ي ب

طَبِيبٌ

eg

طَائِرَةٌ

1

تَسْبِيحٌ

2

رَخِيصٌ

3

ظَبَاءٌ

4

سَاعَةٌ

5

إِصْبَعٌ

6

ذِرَاعٌ

7

بَبْغَاءٌ

8

غَطَاءٌ

9

فَرَاشَةٌ

10

Break up each word on the right into its separate letters, then rewrite it in its joined form. Write the meaning of the word in English in the left hand column. The first one has been done for you.

a room	غُرْفَةٌ	عُرْفَةٌ	غُرْفَةٌ eg
			إِبْرِيْقْ 11
			صَفَّارَةٌ 12
			قَطَّةٌ 13
			حَقِيْبَةٌ 14
			رَسْغٌ 15
			قِطَارٌ 16
			ضَجِيْجٌ 17
			غُرَابٌ 18
			حَضَارَةٌ 19
			تَدْرِيسٌ 20

	اَ	اُ	اِ	ا	aa	oo	ee	ان	اُن	اُنْ	اِن	ا	اِ	ا
sukoon	a	u	i	shadda	ا	و	ي	an	un	un	n	a	i	i
(no vowel)				(doubled letter)										

Copy each row twice onto the lines provided and practise reading the sounds

ك ك ك ك ك ك ك ك

Kaaf

ك ك ك

ك ك ك ك ك ك ك ك

ك ك ك ك ك ك ك ك

a window

شباك

weak, feeble

ركيك

a sofa, couch

أريكة

a star

كوكب

a book

كتاب

an elephant



فِيل

a spiral



لَوَلْب

a window



شَبَاك

a sofa,
couch



أَرِيكَة

a book



كِتَاب

Copy each row twice onto the lines provided and practise reading the sounds.

لِ لُ لَ لِ لُل لَل

ل

Laam

لِل لُل لَل

لِ لُ لَ لِ لُل لَل ل = ا + ل لا لاَّ لَلَّ لَلَّ

لِ لُ لَ لِ لُل لَل لِي لُو لَو لَي لِي

an elephant

فِيل

a refrigerator, ice box

ثَلَاجَة

a cupboard, closet

دُولَاب

a dog

كَلْب

a spiral

لَوَلْب



طائوس

أسود



وجه



زَهْرَة

هاتف

999

g g g

Wadw

ف

۹۹۹

۹۹۹

وَوَوَا

وا

۲۹

و وِ وَي وَوُ وَآ

طَاوُوس

جرو

نمو

عَسْوَد

وجه

Similar Sounding Words

The pairs of words listed below demonstrate the importance of correct pronunciation in Arabic, because the slightest difference in sound can totally change the meaning of a word. Each pair of words below contains similar sounding letters. Practise reading them several times with your Arabic teacher until you can tell them apart. Then ask your teacher to dictate them to you until you can write them down correctly.

spacious	فَسِيحٌ	eloquent	فَصِيحٌ	clay, soil	طِينٌ	a fig	تِينٌ
check-up test	فَحْصٌ	awe, respect prestige	فَأْسٌ	a pilot	طَيَّارٌ	a trend	تَيَّارٌ
desire	حَرَصٌ	inheritance	إِرْثٌ	cleverness	فِطْنَةٌ	discord, civil strife	فِتْنَةٌ
correct	صَوَابٌ	rewards	ثَوَابٌ	he measured	كَالَ	he said	قَالَ
direction	صَوْبٌ	dress	ثَوْبٌ	a dog	كَلْبٌ	a heart	قَلْبٌ
glossy	صَقِيلٌ	heavy	ثَقِيلٌ	he deceived	كَادَ	he wrecked	قَاضٍ
a pyramid	هَرَمٌ	holy forbidden	حَرَمٌ	after	بَعْدَ	some	بَعْضٌ
he strove, endeavoured	جَهَدَ	he denied	جَحَدَ	a path, trail	دَرْبٌ	beating, hitting	ضَرْبٌ
a river	نَهْرٌ	an axe	نَحْرٌ	a stench, stink	ذَفَرٌ	victory triumph	ضَفَرٌ
a worker (m)	عَامِلٌ	pregnant	حَامِلٌ	he vowed	نَذَرَ	he looked	نَظَرَ
confession, admission	اعْتِرَافٌ	profession, trade	احْتِرَافٌ	flowers	زُهُورٌ	appearance	ظُهُورٌ
to brain	عَقْلٌ	food	أَكْلٌ	he whistled	صَفَرَ	he travelled	سَفَرَ
strangeness	غَرَابَةٌ	run	خَرَابَةٌ	he poured	صَبَّ	he insulted	سَبَّ
emptiness	غُلُوٌّ	emptiness	خُلُوٌّ	son-in-law	صَهْرٌ	sorcery	سِحْرٌ

This is .

If you want to say 'This is a (something)' in Arabic, you need to know whether the thing you are talking about is masculine or feminine. If it is masculine, the word for 'this' is *haddha* and if it is feminine, the word for 'this' is *hadhihi*. Therefore, the words for 'this' are *haddha* for masculine and *hadhihi* for feminine. The words for 'this' are *haddha* for masculine and *hadhihi* for feminine. The words for 'this' are *haddha* for masculine and *hadhihi* for feminine.

In Arabic, the verb 'to be' is not used in the present tense, so you don't need a separate word for 'is'. In the sentences that follow, because the idea of 'is' is implied in the word for 'this'.

The masculine word for 'This is' in Arabic is **هَذَا** which is pronounced 'haadha' as if it has a long 'aa' sound after the haa. For example: This is a (male) teacher **هَذَا مُعَلِّمٌ** (haadha mu'allimun).

The feminine word for 'This is' in Arabic is **هَذِهِ** which is pronounced 'haadhihi', again, as if it has a long 'aa' sound after the haa at the beginning of the word.

For example: This is a (female) teacher **هَذِهِ مُعَلِّمَةٌ** (haadhihi mu'allimatun).

Practise reading the following sentences and learn the words and their meanings. Copy each sentence out onto the line provided.

<p>This is a chair.</p>  <p>هَذَا كُرْسِيٌّ.</p>	<p>This is a lock.</p>  <p>هَذَا قُفْلٌ.</p>	<p>This is a drum.</p>  <p>هَذَا طَبْلٌ.</p>	<p>This is a (pair of) glasses.</p>  <p>هَذِهِ نَظَّارَةٌ.</p>	<p>This is a book.</p>  <p>هَذَا كِتَابٌ.</p>
<p>This is a knife.</p>  <p>هَذَا سَكِّينٌ.</p>	<p>This is a fork.</p>  <p>هَذِهِ شَوْكَةٌ.</p>	<p>This is a cup.</p>  <p>هَذَا كَأْسٌ.</p>	<p>This is a ball.</p>  <p>هَذِهِ كُرَّةٌ.</p>	<p>This is a desk.</p>  <p>هَذِهِ مَنضَدَةٌ.</p>

Write a sentence in Arabic under each picture using the correct form of 'This is' following the examples on the opposite page. The words ending in 'aa' or 'i' are feminine, the rest are masculine.

This is a table.



طَاوَلَةٌ

This is a cherry.



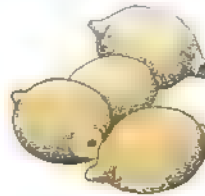
كَرَزٌ

This is an apricot.



مِشْمِشٌ

This is a lemon.



لَيْمُونٌ

This is a fridge (ice box).



ثَلَاجَةٌ

This is a rabbit.



أَرْنَبٌ

This is a squirrel.



سِنَجَابٌ

This is a prayer mat.



سَجَادَةٌ

This is a candle.



شَمْعَةٌ

This is a (piece of) meat.



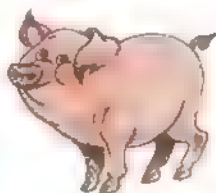
لَحْمٌ

This is a fish.



سَمَكَةٌ

This is a pig.



خِنْزِيرٌ

This is a horse.



حَصَانٌ

This is a snake.



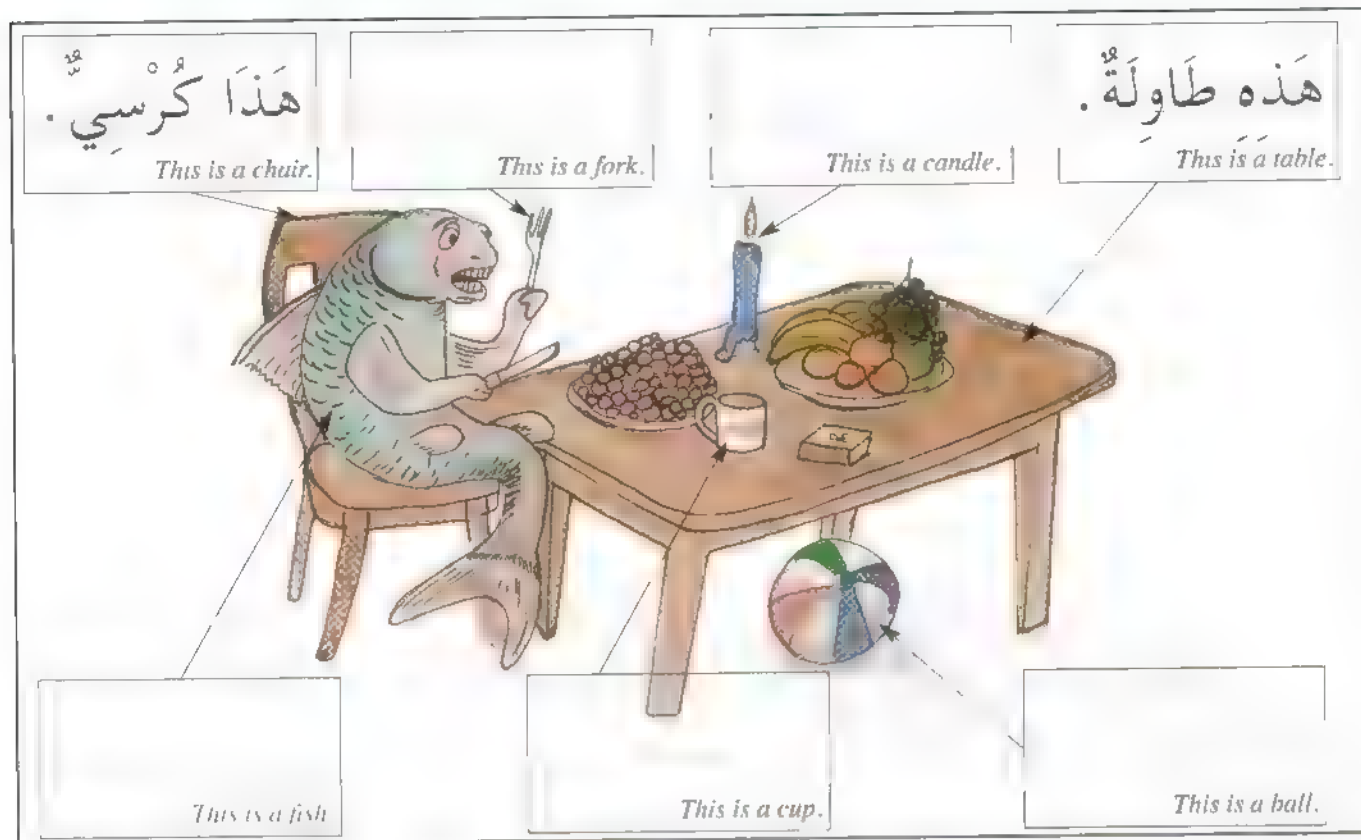
تُعْبَانٌ

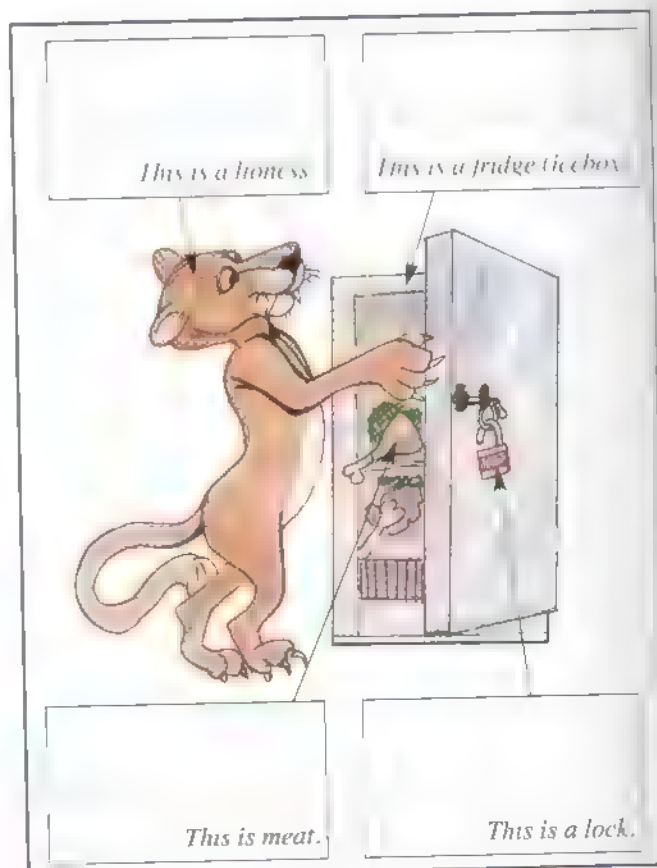
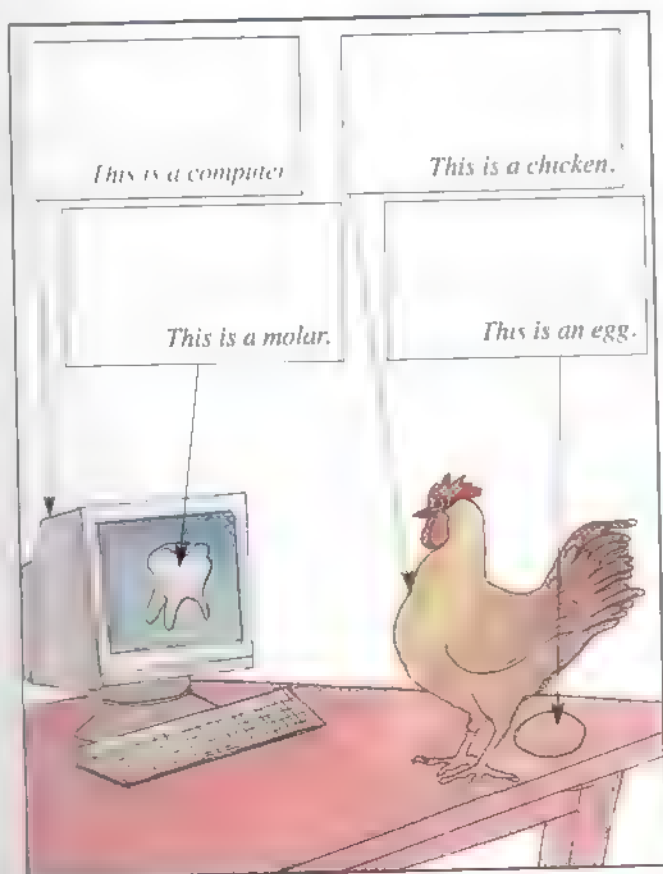
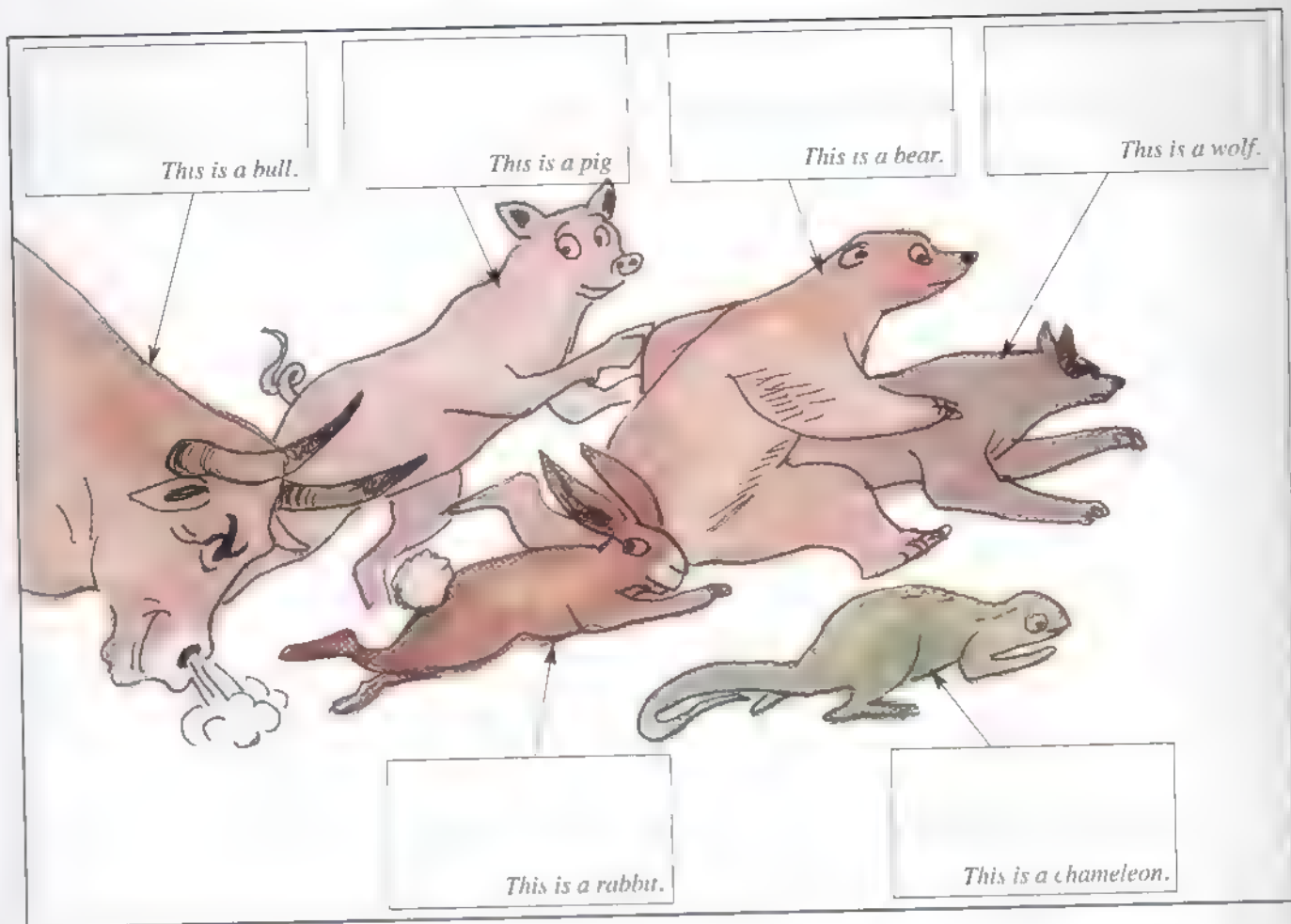
This is a lioness.



لَبْوَةٌ

Using the words in the list, have a friend draw the pictures and stick to help you label the illustrated items in the following pictures. Each picture will have the form of 'This is ...'. Two examples have been done for you by way of example.





Al-Alif al-Maqsurah

Some Arabic words have a special kind of alif at the end of them, known as alif al-maqsurah. It has the shape of the letter 'ya' but with two dots underneath it. It always has a 'ra' before it and it is usually pronounced 'ra'. Below are some examples of words ending in alif al-maqsurah. Practise reading these words, and then copy them out in your exercise book.

a hospital	مُسْتَشْفَى	he strove, endeavoured	سَعَى	he built	بَنَى
a café	مَقْهَى	he intended	نَوَى	he ran	جَرَى
a building	مَبْنَى	he came, arrived	أَتَى	he told, related, reported	حَكَى
a lord, master	مَوْلَى	he gave	أَعْطَى	he saw	رَأَى
a goal; range	مَرْمَى	It was enough, sufficient	كَفَى	he bought, purchased	اشْتَرَى
a shelter, place of refuge	مَأْوَى	smaller, younger (feminine)	صَغُرَى	he rebelled	عَصَى
Mustafa	مُصْطَفَى	larger, older (feminine)	كَبُرَى	he spent time	قَضَى
Musa (Moses)	مُوسَى	farther, more distant; maximum	أَقْصَى	he forbade, banned	نَهَى
'Isa (Jesus)	عِيسَى	nearer; lower; minimum	أَدْنَى	he walked	مَشَى
Yahya (John)	يَحْيَى	higher	أَعْلَى	he fulfilled (a promise)	وَفَّى
Salma	سَلْمَى	higher, superior	أَرْقَى	he cried	بَكَى
Salwa	سَلْوَى	stronger	أَقْوَى	he gave someone a drink	سَقَى
Layla	لَيْلَى	a patient	مَرَضَى	he told, related	رَوَى
Yusra	يُسْرَى	pasture, grazing	مَرَعَى	he refused	أَبَى

The Sun and Moon Letters

So far, the words you have been reading in this book have been indefinite (e.g. a book, an eye etc. rather than the book, the eye). Tanween is used on the last letter of a word to show that the word is indefinite, e.g. **kitaabun** – a book.

One of the ways of making an Arabic word definite is to attach the word 'al' (meaning 'the') before it. The alif in 'al' is a weak alif meaning that it can only be pronounced if it's at the beginning of a sentence, (that is to say, when no other letter comes before it). When a word is defined, it can no longer take tanween. Instead, the last letter of the word takes a single vowel (i.e. a fatha, kasra or damma), e.g. **al-kitaabu** – the book.

ال
'the'

The Arabic alphabet, as you may already have realised, has twenty-eight letters. These letters are divided into two equal groups. One group is known as the 'moon letters' and the other as the 'sun letters'.

When the lam in 'al' is followed by one of the moon letters, it automatically takes a sukoon and is pronounced. However, when the lam of 'al' is followed by one of the sun letters, it becomes silent (in other words, it isn't pronounced). When a sun letter comes immediately after the 'al', a shadda must be written on the sun letter.

Study the examples below, and practise reading them aloud:

The Fourteen Moon Letters

ا ب ج ح خ ع غ ف ق ك م ه و ي

the mouth	الْفَمُ	a mouth	فَمٌ	the sofa	الْأَرِيكَةُ	a sofa	أَرِيكَةٌ
the train	الْقَطَارُ	a train	قَطَارٌ	the door	البَابُ	a door	بَابٌ
the chair	الْكُرْسِيُّ	a chair	كُرْسِيٌّ	the carrot	الْجَزَرُ	a carrot	جَزَرٌ
the teacher	الْمُعَلِّمُ	a teacher	مُعَلِّمٌ	the shoe	الْحِذَاءُ	a shoe	حِذَاءٌ
the telephone	الْهَاتِفُ	a telephone	هَاتِفٌ	the bread	الْخُبْزُ	bread	خُبْزٌ
the boy	الْوَلَدُ	a boy	وَلَدٌ	the old man	الْعَجُوزُ	an old man	عَجُوزٌ
the hand	الْيَدُ	a hand	يَدٌ	the room	الْعُرْفَةُ	a room	عُرْفَةٌ

Moon letter reading practice

When **al** [the] is preceded by a word ending in a vowel, the **al** becomes silent and the preceding vowel sound is slid together with the **am** of the **al** so it sounds as if there is no space or pause between the words. Therefore, in the first example below, the sentence would read as follows: "Lad fāḥils 'alal adn" (note that the **al** sound of the **adn** has merged with the **al** that it sounds like a fatha **am** only). In sentence 14 below, the **ee** sound of **tee** is silent, it just slides together with the following word, thus: "Lad fādā'il yīdā fil ayb" - it is therefore necessary to pay heed when reading Arabic to see if the sound at the end of one word needs to be slid together with the next word.

Practise reading the sentences below, but should pay close attention to sliding the sounds together where necessary.

1. Don't sit on the ground. لَا تَجْلِسْ عَلَى الْأَرْضِ.
2. Ducks like [the] water. يُحِبُّ الْبَطُّ الْمَاءَ.
3. I like [the] carrots. أَحِبُّ الْجَزَرَ.
4. This [the] shoe is new. هَذَا الْحِذَاءُ جَدِيدٌ.
5. This [the] bread is delicious. هَذَا الْخُبْزُ لَذِيذٌ.
6. I like helping the old man. أَحِبُّ مُسَاعَدَةَ الْعَجُوزِ.
7. This [the] room is wide. هَذِهِ الْغُرْفَةُ وَاسِعَةٌ.
8. Don't put the pen in the mouth. لَا تَضَعْ الْقَلَمَ فِي الْفَمِ.
9. This [the] train is fast. هَذَا الْقِطَارُ سَرِيعٌ.
10. This [the] chair is broken. هَذَا الْكُرْسِيُّ مَكْسُورٌ.
11. This [the] teacher is excellent. هَذَا الْمُعَلِّمُ مُمْتَازٌ.
12. This [the] telephone is out of order. هَذَا الْهَاتِفُ مُعْطَلٌ.
13. This [the] boy is polite. هَذَا الْوَلَدُ مُؤَدَّبٌ.
14. Don't put the hand in the pocket. لَا تَضَعْ الْيَدَ فِي الْجَيْبِ.

The Fourteen Sun Letters

When the **lam** in **al** is followed by one of the sun letters, it becomes silent (not pronounced) and a **shadda** is written on the sun letter making the sound of the sun letter more intense. So, for example 'taajun' (a crown), becomes '**attaajun**' (the crown).

Study the examples below and practise reading them aloud.

ت ث د ذ ر ز س ش ص ض ط ظ ن ل

the tree	شَجَرَةٌ	a tree	شَجَرَةٌ	the crown	تَاجٌ	a crown	تَاجٌ
the whistle	صَفَّارَةٌ	a whistle	صَفَّارَةٌ	the refrigerator	ثَلَاجَةٌ	a refrigerator	ثَلَاجَةٌ
the molar tooth	ضَرْسٌ	a molar tooth	ضَرْسٌ	the bear	دَبٌّ	a bear	دَبٌّ
the doctor (f.)	طَبِيبَةٌ	a doctor (f.)	طَبِيبَةٌ	the wolf	ذئْبٌ	a wolf	ذئْبٌ
the envelope	ظَرْفٌ	an envelope	ظَرْفٌ	the wrist	رِسْغٌ	a wrist	رِسْغٌ
the ostrich	نَعَامَةٌ	an ostrich	نَعَامَةٌ	the flower	زَهْرَةٌ	a flower	زَهْرَةٌ
the panting	لَوْحَةٌ	a panting	لَوْحَةٌ	the bed	سَرِيرٌ	a bed	سَرِيرٌ

As with the moon letter sentences, the last vowel sound of any word before a word beginning with a **lam** is said together with the sun letter in the first sentence below. We read: **tabbasu ma'ut-taaj adh-dhahabiyya** "Practise reading the following sentences out loud."

1. The king is wearing the golden crown. يَلْبَسُ الْمَلِكُ تَاجًا ذَهَبِيًّا.

2. I put the ice in the refrigerator. وَضَعْتُ ثَلْجًا فِي الثَّلَاجَةِ.

3. I like the black bear. أَحِبُّ دَبَّ الْأَسْوَدِ.

4. The wolf ate the rabbit. أَكَلَ ذئْبُ الأرنبِ.

5. This [the] wrist is broken. هَذَا رِسْغٌ مَكْسُورٌ.

6. This [the] flower is beautiful. هَذِهِ زَهْرَةٌ جَمِيلَةٌ.

7. This [the] bed is comfortable. هَذَا سَرِيرٌ مُرِيحٌ.

8 This [the] tree is old.

هَذِهِ شَجَرَةٌ قَدِيمَةٌ.

9. The yellow whistle is blocked.

صَفَّارَةٌ صُفْرَاءُ مَسْدُودَةٌ.

10. This [the] molar tooth is rotten.

هَذَا ضَرْسٌ مُسَوَسٌ.

11. That [the] doctor (f.) is skilful.

تِلْكَ طَبِيبَةٌ مَاهِرَةٌ.

12. This [the] envelope is open.

هَذَا ظَرْفٌ مَفْتُوحٌ.

13. The ostrich is faster than the human.

نَعَامَةٌ أَسْرَعُ مِنَ الْإِنْسَانِ.

14. This [the] painting is beautiful.

هَذِهِ لَوْحَةٌ جَمِيلَةٌ.

Further reading practice with sun and moon letters

2 تَفْتَحُ هَذِهِ الْبِنْتُ النَّافِذَةَ.



This girl is opening the window.

1. يَجْلِسُ هَذَا الْوَلَدُ عَلَى الطَّاوِلَةِ.



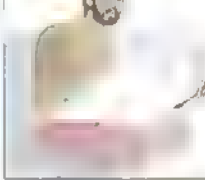
This boy is sitting on the table.

4 تَطْبَعُ هَذِهِ الْمَرْأَةُ عَلَى الْحَاسُوبِ.



This woman is typing on the computer.

3 يَقْرَأُ هَذَا الرَّجُلُ الْجَرِيدَةَ.



This man is reading the newspaper.

6 يَلْعَبُ هَذَا الْوَلَدُ كُرَةَ السَّلَةِ.



This boy is playing basketball.

5 تَرْكَبُ هَذِهِ الْبِنْتُ الدَّرَاجَةَ.



This girl is riding the bicycle.

8 تَشْرَبُ هَذِهِ الْمَرْأَةُ الْحَلِيبَ.



This woman is drinking the milk.

7 يَمْشِطُ هَذَا الْوَلَدُ الشَّعْرَ.



This boy is combing the hair.

Dialogue 1: Who is this?



Classroom Activity

Practise introducing yourself to your friends in Arabic. Ask your friend who another person in the classroom is by saying either 'Who is this?' or 'Who is that boy/girl?' in Arabic.

Vocabulary

			أَنَا	ا	بِنْتُ	a girl
this (m.)	هَذَا	he (is)	هُوَ	that (m.)	ذَلِكَ	مَنْ؟
this (f.)	هَذِهِ	she (is)	هِيَ	that (f.)	تِلْكَ	وَلَدٌ

Dialogue 2: What's your name?



حَمِيدَة: اِسْمِي حَمِيدَة. وَمَا اِسْمُكَ اَنْتِ؟
 نَبِيلَة: اِسْمِي نَبِيلَة.
 حَمِيدَة: مَرْحَبًا بِكَ يَا نَبِيلَة.
 نَبِيلَة: أَهْلًا بِكَ يَا حَمِيدَة.
 حَمِيدَة: فُرْصَة سَعِيدَة.
 نَبِيلَة: فُرْصَة سَعِيدَة.



سَمِير: اِسْمِي سَمِير. وَمَا اِسْمُكَ اَنْتَ؟
 صَابِر: اِسْمِي صَابِر.
 سَمِير: مَرْحَبًا بِكَ يَا صَابِر.
 صَابِر: أَهْلًا بِكَ يَا سَمِير.
 سَمِير: فُرْصَة سَعِيدَة.
 صَابِر: فُرْصَة سَعِيدَة.



هُدَى: مَنْ تِلْكَ الْبِنْتُ؟
 حَمِيدَة: هِيَ صَدِيقَتِي.
 هُدَى: مَا اِسْمُهَا؟
 حَمِيدَة: اِسْمُهَا نَبِيلَة.



أَحْمَد: مَنْ ذَلِكَ الْوَلَدُ؟
 سَمِير: هُوَ صَدِيقِي.
 أَحْمَد: مَا اِسْمُهُ؟
 سَمِير: اِسْمُهُ صَابِر.

friend (m.)	صَدِيقٌ	O! (used to address someone)	يَا	you (m.)	أَنْتَ	my name (is)	اِسْمِي
friend (f.)	صَدِيقَةٌ	opportunity	فُرْصَة	you (f.)	أَنْتِ	your (m.) name (is)	اِسْمُكَ
my friend (m.)	صَدِيقِي	happy	سَعِيدَة	hello (m.)	مَرْحَبًا بِكَ	your (f.) name (is)	اِسْمُكِ
my friend (f.)	صَدِيقَتِي	When used together: 'Pleased to meet you'	فُرْصَة سَعِيدَة	hello (f.)	مَرْحَبًا بِكَ	his name (is)	اِسْمُهُ
				welcome (m.)	أَهْلًا بِكَ	her name (is)	اِسْمُهَا
				welcome (f.)	أَهْلًا بِكَ	what?	مَا؟

Dialogue 3: Where is your friend?



هُدَى: السَّلَامُ عَلَيْكُمْ.
 حَمِيدَة: وَعَلَيْكُمْ السَّلَامُ.
 هُدَى: أَيْنَ صَدِيقُكَ الْيَوْمَ؟
 حَمِيدَة: هِيَ ...

Vocabulary

السَّلَامُ عَلَيْكُمْ.

Peace be upon you.

وَعَلَيْكُمْ السَّلَامُ.

(Reply): And upon you be peace.

where (is)?

أَيْنَ؟

today

الْيَوْمَ

your friend (m.)

صَدِيقُكَ

your friend (f.)

صَدِيقَتُكَ

in

فِي



أَحْمَدُ: السَّلَامُ عَلَيْكُمْ.
 سَمِيرُ: وَعَلَيْكُمْ السَّلَامُ.
 أَحْمَدُ: أَيْنَ صَدِيقُكَ الْيَوْمَ؟
 سَمِيرُ: هُوَ ...

... فِي الْمَكْتَبَةِ.

in the library



... فِي الْمَلْعَبِ.

in the playground



... فِي الْمَسْجِدِ.

in the mosque



... فِي قَاعَةِ الرِّيَاضَةِ.

in the sports hall



... فِي الْمَرْحَاضِ.

in the toilet



... فِي مَكْتَبِ الْمُدِيرِ.

in the headteacher's office



... فِي قَاعَةِ الطَّعَامِ.

in the dining hall

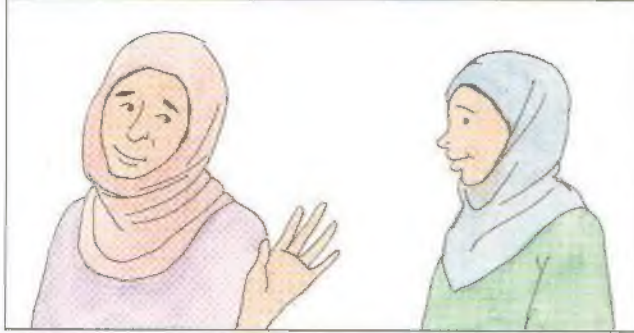


... فِي الْفَصْلِ.

in the classroom



Dialogue 4: Goodbye



فَوْزِيَّة: مَسَاءُ الْخَيْرِ.
 لَيْنَا: مَسَاءُ النُّورِ.
 فَوْزِيَّة: كَيْفَ حَالُكَ؟
 لَيْنَا: بِخَيْرٍ وَالْحَمْدُ لِلَّهِ.
 فَوْزِيَّة: وَأَنْتِ كَيْفَ صِحَّتُكَ؟
 لَيْنَا: بِخَيْرٍ وَالْحَمْدُ لِلَّهِ.
 فَوْزِيَّة: مَعَ السَّلَامَةِ.
 لَيْنَا: مَعَ السَّلَامَةِ. إِلَى اللِّقَاءِ.



سَمِير: صَبَاحُ الْخَيْرِ.
 صَابِر: صَبَاحُ النُّورِ.
 سَمِير: كَيْفَ حَالُكَ؟
 صَابِر: بِخَيْرٍ وَالْحَمْدُ لِلَّهِ.
 سَمِير: وَأَنْتَ كَيْفَ صِحَّتُكَ؟
 صَابِر: بِخَيْرٍ وَالْحَمْدُ لِلَّهِ.
 سَمِير: مَعَ السَّلَامَةِ.
 صَابِر: مَعَ السَّلَامَةِ. فِي أَمَانِ اللَّهِ.

how are you? (m.)	كَيْفَ حَالُكَ؟	meet, meeting	لِقَاءٌ	praise	حَمْدٌ	morning	صَبَاحٌ
how are you? (f.)	كَيْفَ حَالُكِ؟	good morning	صَبَاحُ الْخَيْرِ	God, Allah	اللَّهُ	evening	مَسَاءٌ
goodbye	مَعَ السَّلَامَةِ	(reply) good morning	صَبَاحُ النُّورِ	to God	لِلَّهِ	good, well	خَيْرٌ
[Go] in God's protection	فِي أَمَانِ اللَّهِ	good evening	مَسَاءُ الْخَيْرِ	health	صِحَّةٌ	light	نُورٌ
until we meet again	إِلَى اللِّقَاءِ	(reply) good evening	مَسَاءُ النُّورِ	with	مَعَ	how?	كَيْفَ؟
		how is your (m.) health?	كَيْفَ صِحَّتُكَ؟	peace	سَلَامَةٌ	your condition, state (m.)	حَالُكَ
		how is your (f.) health?	كَيْفَ صِحَّتُكِ؟	protection	أَمَانٌ	your condition, state (f.)	حَالُكِ
		praise be to God	الْحَمْدُ لِلَّهِ	to, until	إِلَى	well, good	بِخَيْرٍ